



2.4 Classification of a Position

Policy Statement

Position classification methodology

To provide a basis for a compensation plan to assist in administering wages and salaries for positions other than faculty and administrative officers in the University, a position classification plan has been developed and adopted.

The classification of positions is the grouping together of those positions which consist of similar duties, have approximately the same levels of complexity and responsibility, require similar training and experience at the time of recruitment, and may be compensated by the same general levels of pay.

Classification specifications - Details of the classification specifications utilized by the University are available upon request to the Office of Human Resources.

Procedures

Classification of a job -

Whenever a new job is created or the duties and requirements of an existing job change sufficiently, the department head should initiate a request for classification action through iPAWS.

Forms/Instructions

Departments must use the iPAWS system to reclassify a position.

<http://www.hr.uga.edu/reclassify-a-staff-position>

Responsibilities

Responsible University Senior Administrator: Vice President for Finance & Administration

Responsible University Administrator: Associate Vice President for Human Resources

Policy Owner: hrweb@uga.edu

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Policy Dates

Date Last Updated: 07/24/2018